

MINUTES
BOARD OF SUPERVISORS
COUNTY OF YORK

Adjourned Meeting
January 24, 2006

6:00 p.m.

Meeting Convened. An Adjourned Meeting of the York County Board of Supervisors was called to order at 6:00 p.m., Tuesday, January 24, 2006, in the East Room, York Hall, by Chairman Walter C. Zaremba.

Attendance. The following members of the Board of Supervisors were present: Walter C. Zaremba, Sheila S. Noll, Kenneth L. Bowman, James S. Burgett, and Thomas G. Shepperd, Jr.

Also in attendance were James O. McReynolds, County Administrator; J. Mark Carter, Assistant County Administrator; and James E. Barnett, County Attorney.

WORK SESSION

FISCAL YEAR 2007 BUDGET

New Personnel, Programs, and Equipment

Mr. McReynolds stated that in mid-summer the departments submit their new personnel, programs, and equipment (PPE) requests to give the finance staff time to review before providing to the Board. He stated staff looks at Board of Supervisors priorities, needs, and anticipated availability of funding, and they prioritize the requests working with departments and agencies, recommending as many as possible staying within affordability. Mr. McReynolds noted there is agreement with staff that what is being recommended has the highest priority. Mrs. White will provide a summary of what has been given to you in written form. Staff's intent tonight is to provide the Board members with an overview of the positions so the Board can review it over the next couple of weeks and let staff have the Board members' questions after their review.

Mrs. Carol White, Director of Financial and Management Services, reviewed the General Fund requests for personnel in existing programs and the recommendation on each as follows:

Judicial Services—Clerk of Court

- ½ FTE – Deputy Clerk I Not recommended for funding in FY07

Judicial Services—Commonwealth Attorney

- 1 FTE – Assistant Commonwealth Attorney Position recommended only if state share of funding is provided
- 1 FTE – Administrative Assistant Position recommended only if state share of funding is provided

Judicial Services—Victim-Witness Assistance

- ½ FTE – Victim Advocate Not recommended for funding in FY07

Public Safety—Sheriff—General Operations

- 1 FTE – Computer Support Specialist/Crime Analyst Position recommended

Public Safety—Sheriff—Law Enforcement

- 6 FTEs – Deputy Sheriffs Recommend 2 new deputies for FY07

Public Safety—Sheriff—Investigations

- ½ FTE – Administrative Assistant I Upgrade recommended
- 1 FTE – Deputy Sheriff – Investigations Not recommended for funding in FY07

Public Safety—Fire & Life Safety—Fire & Rescue Operations

- 6 FTEs – EMS/Firefighters Recommend 2 new EMS/Firefighters for FY07 regardless of grant funding to help control overtime costs
- Recommend applying for SAFER Grant to fund 6 positions

Public Safety—Fire & Life Safety—Communications

- 1 FTE – Dispatcher Not recommended for funding in FY07
- 1 FTE – Data/Software Systems Technician Not recommended for funding in FY07

Public Safety—Fire & Life Safety—Radio Maintenance

- 1 FTE – Radio Communications Systems Specialist Position recommended

Environmental & Development Services—Building Regulation

- 1 FTE – Administrative Assistant I Position recommended

Finance & Planning—Computer Support Services

- ½ FTE – Network Support Specialist Upgrade recommended

Finance & Planning—Human Resources

- ½ FTE – Administrative Assistant Not recommended for funding in FY07

Finance & Planning—Purchasing

- ½ FTE – Administrative Assistant Not recommended for funding in FY07

Library—Youth Services

- ½ FTE – Library Clerk Not recommended for funding in FY07
- Reclassification of 2 Library Clerks to Library Assistants Reclassifications not recommended for funding in FY07—request will be reviewed

as part of ongoing review of all County positions and classifications

Library—Reference

- 1 FTE – Library Assistant Not recommended for funding in FY07
- $\frac{3}{4}$ FTE – Library Assistants Not recommended for funding in FY07

Library—Circulation

- 1 FTE – Library Clerk Not recommended for funding in FY07

General Services—Engineering & Facility Maintenance

- 1 FTE – Journeyman Electrician Not recommended for funding in FY07
- 1 FTE – Construction Worker I Not recommended for funding in FY07

Community Services—Video Services

- $\frac{1}{2}$ FTE – Administrative Assistant I Upgrade recommended
- $\frac{1}{2}$ FTE – Production Assistant I Not recommended for funding in FY07

Community Services—Special Programs

- 1 FTE – Management Analyst Not recommended for funding in FY07

Community Services—Parks & Recreation

- 1 FTE – Administrative Assistant Position recommended

Mrs. White then reviewed the requests and recommendations for non-General Fund personnel requests for existing programs as follows:

General Services—Vehicle Maintenance

- 2 FTEs – Equipment & Auto Technicians 1 position recommended for funding in FY07

Environmental & Development Services—Transfer Station Operations

- 1 FTE – Solid Waste Operations Supervisor Not recommended for funding in FY07

Environmental & Development Services—Sewer Fund

- 1 FTE – Equipment Operator III 4-person team recommended for funding
- 1 FTE – Maintenance Technician
- 2 FTEs – Construction Worker II
- 1 FTE – Construction/Maintenance Worker II Not recommended for funding in FY07

Mrs. White then reviewed the new program requests as follows:

Public Safety—Fire & Life Safety

- Neighborhood Disaster Preparedness Support Local funding not recommended for this program in FY07—F&LS encouraged to seek possible grant funding for the program

Community Services—Housing Assistance

- Down Payment Assistance Program Program recommended for funding in FY07

Mrs. White then reviewed the new capital expenditure requests as follows:

General Administration—Electoral Board

- Voting Machine Replacement Purchase not recommended for funding in FY07; however, capital lease options should be explored as an alternative to purchase

Finance & Planning—Human Resources

- Kronos Human Resources Module Purchase not recommended for funding in FY07; however, if year-end funding is available, staff recommends using a portion to purchase this software module

Educational Services—Library (Circulation)

- Telephone Messaging System Purchase recommended

Community Services—Video Services

- Power Generator Purchase not recommended for funding in FY07; however, if year-end funding is available, purchase should be reconsidered at that time

Discussion followed on Compensation Board funding and possibility of getting the same funding amounts in subsequent years. Extensive discussion took place regarding the adequacy of fire and emergency medical services personnel to meet the standards the County has set for itself. Discussion also took place on the backlog of work in General Services.

Chairman Zaremba indicated that one of the things that concerned him is that under EDS there is a request for only one new person. He asked Mr. Hudgins to take another look to determine if there are other requirements that he was not asking for funding that he should be and make sure his needs are part of the input. He noted that the County has large programs going on construction-wise, and they certainly apply to the Environmental and Development Services operation.

Mr. John Hudgins, Director of Environmental and Development Services, stated that last year the Board authorized a new plans examiner, and the year before that an inspector. He noted it is a balancing act based on peak loads, and he depends on his division chiefs to provide him with input on their needs. He stated he feels the department has beefed up building codes to meet the needs, and they have a good database. He noted he could use 3-5 more inspectors in Code Compliance if the Board wanted to be really aggressive, but he stated it was his understanding that the Board's wish is to remain reactionary. Mr. Hudgins assured the Board that if there is a need, he will be the first one to ask the Board for positions.

Meeting Recessed At 8:30 p.m. Chairman Zaremba declared a short recess.

January 24, 2006

Meeting Reconvened. At 8:40 p.m. the meeting was reconvened in open session by order of the Chair.

Capital Improvements Program (CIP), FY2007-FY2012

Mr. McReynolds stated that 2007 is the year the Board is asked to put money into the budget, and the following years are planning years. He noted that the CIP approved last year is the basis for building the planning document, and there are no major changes from 2011 to 2012.

Mrs. White reviewed the CIP funding model, and the significant changes to year 2007. She stated the Board has all the requests received by staff and the information on them. She then displayed for the Board the broad estimate of capital funds availability for FY2007 through FY2012. Mrs. White next reviewed the projects in the newly added year 2012. She completed her review with an overview of the enterprise funds.

Discussion followed on library needs and future planning for a new Social Services building as well as a new Administration/Finance Building.

Meeting Adjourned. At 9:21 p.m. Chairman Zaremba declared the meeting adjourned sine die.

James O. McReynolds, Clerk
York County Board of Supervisors

Walter C. Zaremba, Chairman
York County Board of Supervisors